

California Energy Commission



CLASSIFICATION: Office Manager II

TENURE: Permanent

TIME BASE: Full Time

SALARY: Office Manager II - \$7,110 - \$7,838
(salary will be adjusted accordingly to comply with furlough program)

LOCATION: Efficiency and Renewable Energy Division

FINAL FILING DATE: Until Filled

OFFICE MANAGER II – DUTIES AND RESPONSIBILITIES: Under the general direction of the Deputy Director in the Efficiency and Renewable Energy Division, the Office Manager II is responsible for planning, organizing, directing and managing the project management staff, programs, and activities of the Appliances and Process Energy Office. The Office Manager advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues related to: appliance and equipment efficiencies; industrial, agriculture and water treatment efficiency options; load management strategies, and effective responses for understanding and mitigating climate change. In addition, the Office Manager represents the Division and the Commission before various state, federal and local energy regulatory agencies and regional, national, professional and governmental bodies which significantly influence the state's policy with respect to the goals of the administration's energy efficiency policies and the Climate Change initiative.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- ☐ Considerable interpersonal skills. The successful applicant is expected to work within a larger team environment.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

WILL CONSIDER TRAINING AND DEVELOPMENT ASSIGNMENTS

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

California Energy Commission
Tracy Boggs (RPA# 410-770)
1516 9th Street, MS-28
Sacramento, CA 95814
(916) 654-4054

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA# 410-770

OK 5/15/09 DP

POS#535-410-4524-001

